

**Town Office Building Committee
Meeting on Thursday, June 20, 2013**

In attendance: Jim Lally, George Keithan, David Gross, Daniel Haas, Gina Regolo, Carol Reimers, Todd Hajek – KVFD

Absent: Scott Perry, Kate Novick, Cathy Iino (ex officio), Brian Humes of Jacunski Humes, Don McDougal - Director of Emergency management

Chairman Jim Lally called the meeting to order at 7:08p.m.

David Gross made a motion to approve the minutes. Minutes were approved by all committee members.

The committee discussed the presentation given to the BOS/BOF on June 10, 2013. The general consensus was that the BOS was grateful for our efforts but were tentative in their endorsement of the project. There were several questions raised by the BOS. The TOBC will provide a written response to the BOS.

The committee feels that at this time we have completed the charge given to us by the BOS and we need further direction if we are to proceed further in this study.

We reviewed Scott's analysis for the operating and maintenance costs. The analysis was submitted to the committee immediately before the meeting but Scott was not able to attend the meeting. We quickly reviewed and discussed the contents. We all agreed that there were too many variables and caveats in the report to forward the report on to the BOS and felt that if the BOS needs an accurate assessment of the costs, the town should hire a professional facility manager to prepare this information.

The Committee agreed to have George prepare a one page summary document to the BOS regarding the operating costs and benefits, and to request that the BOS provide additional direction to the TOBC for the project.

The next scheduled meeting is scheduled for Thursday, July 18, 2013.

The meeting adjourned at 8:12 p.m.

Respectfully submitted,
George V Keithan
Acting Recording Secretary

Memorandum

Memorandum Date: June 21, 2013

Written To: Board of Selectman – Town of Killingworth

Project Name: Town Office Building Addition

Regarding: Responses to June 10, 2013 questions

Written By: George Keithan – Acting Secretary TOBC

Thank you for giving us the time to present the proposed building addition. During the meeting, you asked the committee for a few clarifications, which this memo will attempt to provide.

Replacement Costs:

The TOBC received an estimate in Feb 2012 for the replacement of the current modular building with a new modular building of similar size. While this estimate was not all inclusive, the TOBC added the missing components and believes the replacement building would be approximately \$900,000 to \$1,000,000. It must be noted that this is a replacement cost of like size and will NOT meet the needs assessment for the new town hall. The TOBC would estimate that a new modular building, of appropriate size to meet the needs assessment, would be approximately \$2,300,000 to \$2,500,000.

Repair Costs:

The TOBC completed a schematic overview of the current modular building to determine how best to obtain another 10 years of useful life from the structure. The TOBC believes we should appropriate approximately \$300,000 for initial repairs in the first year and another \$10,000 to \$15,000 a year premium for 10 additional years for a total repair costs of \$400,000 to \$500,000 over the next ten years.

Operational and Maintenance Cost Comparisons:

The TOBC attempted to answer the question as to what the O&M costs would be for the new building when compared with the current modular building. TOBC member Scott Perry spent considerable time trying to answer this question, but in the end the TOBC does not believe it has the expertise within the committee to achieve an appropriate conclusion without professional assistance. So the TOBC is recommending to the BOS to obtain professional proposals to assist the TOBC in obtaining this information.

Benefits to the Community

The BOS requested the TOBC to prepare a list of benefits the community will receive in building a new town hall addition. As a committee we feel the following list is a reasonable list of benefits:

- The current modular building is in disrepair and at the end of its useful life. To keep it going, we will need to spend \$400,000 to \$500,000 over the next 10 years, at which time, we will most likely need to tear it down and build a new structure. This is waste of town's people's taxes and lacks foresight.
- The Emergency Operation Center's current location is in disrepair and in a poor location adjacent to the Amerigas Company. The current EOC needs repairs and does not meet the needs of the Town. Relocating the EOC into the hardened location of the Town Hall would resolve the current location issues, bring the central emergency services all into one location and allow the town to use the \$500,000 grant to offset some of the initial costs of the town hall addition.
- There is only one location in the town where large public meetings can occur, and that is in KES. With a new town hall large meeting room, most town meetings can be held in the meeting room, thus making scheduling easier and more accessible to the town.
- Voting requirements are changing and with the large meeting room, voting can now take place in the town hall avoiding scheduling conflicts with KES while improving the safety of the children in the school during voting days.
- The new town hall improves accessibility and parking for the Resident State Trooper
- The current construction and funding means are favorable and take advantage of the low bond rates which will save the town finance costs.
- The new town hall project is modest, with a proven need and at a reasonable cost.

In conclusion, the TOBC would therefore request that the BOS review this proposal, and if acceptable to the BOS, we would ask for their full support and guidance in taking this project to the Town for a vote.

Thank you for your consideration.